

## DHHS Human Resources and Development

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**From:** DHHS Human Resources and Development  
**Sent:** Tuesday, September 03, 2013 1:38 PM  
**Subject:** End-of-probation/special performance evaluations in the Employee Development Center

To all DHHS Supervisors:

The State of Nebraska implemented a statewide performance evaluation system in March using the Employee Development Center (EDC). With this implementation, DHHS annual performance evaluations are now completed in the EDC, rather than OnBase.

DHHS will now be transitioning all other types of performance evaluations, including all end-of-probation (promotion, transfer and original probation) and special evaluations, from OnBase to EDC. This transition will begin with all end-of-probation and special evaluations **due on or after November 1, 2013**.

There are a few things to note with this transition:

- Unlike the annual evaluation, these types of evaluations **will not be automatically generated by the system**. You will need to launch these reviews individually. A [User Guide](#) can be found by clicking on the hyperlink; or on the LINK website under the User Guide Section.
- For all end-of-original probation evaluations only, you will receive an email from your HR Payroll Representative 60 days before an evaluation is due as notification to launch a new review. You will also receive a second report 30 days before the due date.
  - The first report will be generated the first week of September for end-of-original probation evaluations due in November (60 day notice). Similarly, the first week of October 1<sup>st</sup>, a report will be sent with end-of-original probation evaluations due in November (30 day notice) and December (60 day notice); and so on.
  - The report you receive will include the name of your employee, job title, DHHS hire date and end-of-original probation date.
  - Along with the report, you will receive an email with some basic instructions on how to launch an “off-cycle” performance review.
- You will **not receive notification** of any **promotion or transfer probation performance evaluation or special evaluation periods**. It will be your responsibility to track the evaluation due dates for these actions on your own.

Any performance evaluation created in OnBase with a due date of November 1, 2013 or later will be removed from the system. With this transition, all performance evaluations must be completed in the Employee Development Center beginning November 1<sup>st</sup>. You will still be able to view previously completed evaluations in OnBase for yourself and your employees by using the Performance Evaluation Search feature on the Human Resources and Development intranet page.

If you have any questions regarding this transition process, please contact your Human Resources Representative. Any technical or system related questions should be directed to the LINK help desk at 402-471-6234 or [as.linkhelp@nebraska.gov](mailto:as.linkhelp@nebraska.gov).

Thank you!